

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON 25, D. C.

mf

BULLETIN NO. 51-9

March 9, 1951

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Decentralization procedure

In carrying out the administration's program for the permanent decentralization of organization units in the executive branch now located in the Washington, D. C. area, it is expected that the heads of departments or agencies will officially notify the employees concerned as soon as the necessary authority, funds, and space become available. As a general policy the timing between the notification and the actual move should be at least 60 days in order to permit employees a reasonable period within which to adjust their personal affairs.

The General Services Administration will be responsible for identifying available space, requesting the additional authority and funds necessary to effectuate proposed moves, and assisting agencies and employees in the details of moving and obtaining housing accommodations. Next week the estimate of the General Services Administration for authority and for funds to meet the cost of the decentralization program will be processed through this office.

On March 7, 1951, the first press release on decentralization was issued. As soon as satisfactory information has been received from the General Services Administration concerning space availability and housing conditions at specific locations, representatives of this office will discuss with the respective agency officials the proposed decentralization of additional units prior to the submission of recommendations to the President. After approval has been obtained, each agency will be officially notified before the pertinent information is released to the public.

I sincerely appreciate the assistance furnished by the departments and agencies in the development of both the decentralization and dispersal programs of the executive branch.

FREDERICK J. LAWTON
Director